

Provision 3 Checklist

Applying

- ☐ Review the Special Assistance Guidance manual
- ☐ Submit Special Assistance application no later than May 1st of school year prior to base year
- ☐ Submit and updates Free and Reduced Price Policy Statement (check box for Provision 3)
- ☐ Attend A+ School Lunch Workshop (day one) prior to first day of school
- ☐ Attend Provision 2 and 3 training prior to first day of school

Base Year

- ☐ Send household applications to all families
- ☐ Send Non-Pricing letter to parents indicating ALL students may receive meals at NO cost (if applicable)
- ☐ Conduct Direct Certification, certify applications, conduct verification
- ☐ Accurately Count/Claim total number of reimbursable meals served at the point of service by eligibility category
- ☐ Submit claims for each operational month during base year
- ☐ Indicate Special Assistance Base Year on CNP Web online applications

Non-Base Years 1, 2, & 3

- ☐ Notify parents that meals will be provided to ALL students at no cost
- ☐ Count total number of reimbursable meals served at the point of service
- ☐ If requesting an extension, submit an application for extension no later than May 1st of the 3rd non-base year
- ☐ Attend Provision 2 and 3 training annually

Non-Base Year 4 (End of Cycle)

- ☐ Attend Provision 2 and 3 training
- ☐ If sponsor has applied for an extension of Special Assistance
 - ☐ Provide the Arizona Department of Education with specified socio-economic data no later than March 1st
- ☐ If sponsor will continue to operate under Special Assistance they must submit a Special Assistance Application no later than May 1st

OR

- ☐ If sponsor will no longer be operating under Provision 3 and will resort back to standard operation
 - ☐ Send notification letter to parents (at the end of the school year)